



USAID | GUINEA

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1. SOLICITATION NUMBER: SOL-675-16-000008
2. ISSUANCE DATE: April 04, 2016
3. CLOSING DATE AND TIME: May 04, 2016. 16:30 Local Time,
4. POSITION TITLE: Project Management Specialist (Democracy & Governance)
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 40 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-11 (GNF 128,414,429 – 192,621,650) per annum). (*with the possibility of hiring the employee at the trainee level,*)
Final compensation will be based on the individual's salary and work history, experience and educational background.
6. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (15%); Work Experience (30%); Knowledge (25), Skills & Abilities (20%); Language (10%).
7. PERIOD OF PERFORMANCE: One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
8. PLACE OF PERFORMANCE: Conakry, Guinea.
9. SECURITY ACCESS: Background Check
9. AREA OF CONSIDERATION: Foreign Service Nationals
10. NOTE: *Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.*

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

11. **SCOPE OF WORK**

A. **BASIC FUNCTION OF POSITION:**

The Project Management Specialist (D&G) shall be a member of the Mission's General Development Office for the advancement of democracy and governance in Guinea. S/he shall work under the direct supervision of the Democracy and Governance Officer. The Project Management Specialist (D&G) shall support all aspects of D&G portfolio including the design, planning, management, implementation and monitoring of democracy and governance activities in Guinea and Sierra Leone. S/he shall provide technical and administrative support on all issues and programs pertaining to D&G, such as elections, media, local governance and decentralization, anti-corruption, civil society, human rights, rule of law, institutional capacity building as it relates to good governance, and community based development. S/he assists in facilitating the coordination and integration of all USAID democracy reform and development activities within the Mission portfolio. S/he work very closely with D&G Officer to ensure activities are coordinated with , complementary to, and supportive of the democracy assistance activities of other U.S. Government agencies, international organizations and donors active in these areas. S/he will work to ensure compliancy with USAID's automated directives system (ADS).

B. **MAJOR DUTIES AND RESPONSIBILITIES:**

Program Management: 40%

- Manage democracy and governance activities within the Mission portfolio, including, but not limited to; making a determination of work priorities, making decisions on activity implementation matters, identifying and resolving program issues, assuring that all activities are carried out in a technically-sound and cost-effective manner, and assuring activities are carried out in accordance with all applicable Mission Orders, Agency directives, and requirements.
- Provide technical input about programs for to the D&G Officer in order to prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by Congress, the Department of State, USAID/Washington, the US Embassy, and USAID/Guinea.
- Be prepared to brief USG and other donor leadership on DG portfolio.
- Perform site visits to monitor implementation progress, conduct data quality assessments and data analysis, provide periodic reports, and recommend changes in strategic and/or implementation approaches related to the Democracy and Governance projects and other activities, as required.
- Monitor activity budgets and track expenditures in coordination with the Financial Analyst and the Office of Financial Management for best practice financial resources management
- Plan, implement, participate-in, comment upon, or prepare Mission views on evaluations, assessments or audits of Mission activities with democracy and governance components.
- Participate in the evaluation of contract and grant proposals across the full range of Mission interests on technical merit and in light of Mission development and policy priorities.

- Provide technical advice and recommendations to A/COR or directly to implementing partners regarding the design and implementation planned or carried out in Guinea so as to maximize the impact on good governance and democracy.
- Provide technical assistance to the USAID/Sierra Leone program when requested and as necessary.

Strategy Development: 20%

- Provide analysis, advice and recommendations to senior Mission management and General Development Office members regarding the formulation of strategy for assistance to promote good governance and democracy including the development, management, and implementation of all activities in the Mission's portfolio.
- Participate in the development of Country Development Cooperation Strategy (CDCS).
- Provide input to Program Office, in coordination with DG Supervisor and S/GDO regarding DG indicators.
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Coordination, Technical Advice and Policy Dialogue 10%

- Provide USAID inputs into democracy sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Maintain close contact, provide technical advice, and engage in policy dialogue with Government of Guinea officials, staff of international organizations, Missions, NGOs, civil society, media, political parties, and foreign donors active in the democracy sector, as well as USAID assistance providers, and other U.S. Government agencies involved in the promotion of good governance and democracy.

General Management and Administration 30%

- Gather information continuously and keep current on developments in the democracy area in Guinea and report such developments upon occurrence to Mission management and staff.
- Carry out such other tasks related to Mission democracy sector programming as may be assigned by the Democracy and Governance Officer or his or her designee.

The Project Management Specialist (D&G) shall carry all assigned work either independently or, as requested, as part of a team according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Project Management Specialist (D&G) is expected to make independent judgments that can be defended as necessary. The Project Management Specialist will resolve problems that arise by determining the approaches to be taken and the methodologies to be used, to develop, coordinate, and clear proposed solutions with all necessary parties, and then take appropriate actions necessary to resolve the problems and find solutions.

C. QUALIFICATIONS/SELECTION CRITERIA:

Education: (10 POINTS)

A Bachelor's degree in Political Science, International Relation or related field is required.

A Master of Science or equivalent in Political Science, International Relations or a related field such as a J.D., MBA, MPA, or MA is desirable, and shall be considered necessary for the candidate to qualify for the maximum points

Work Experience: (30 POINTS)

A minimum of five years of progressively responsible experience in any of the following areas, or related fields is desired; administration of justice, strengthening local governance, civil society development, elections, human rights, alternative dispute resolution mechanisms, or legislative strengthening. Demonstrated experience in managing complicated, politically sensitive project portfolios is required. Specific experience in U.S. government agencies or international donors managing democracy and governance portfolios in transition countries is highly desirable. Demonstrated ability to work in teams (i.e., team player skills) and commitment to the team mode of operation, with proven organizational and administrative skills is a must.

Knowledge: (30 POINTS)

A broad knowledge of democracy and governance concepts is required. Knowledge of the Guinea political environment of today is highly desirable. An understanding of USAID project planning and implementation procedures and of the USAID organization and modes of operation is highly desirable. Knowledge of U.S. Government policies and procedures for technical program monitoring and management is helpful.

Skills & Abilities: (20 Points)

This position requires excellent judgment, sophisticated analytical and interpersonal skills and strong organizational ability. Candidate must be able to obtain, analyze, and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences, including higher level USAID and Embassy staff; and provide solid analysis leading to sound activity management decisions. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. The ability to develop and maintain cordial, professional relationships and perform in a team environment is a must. A high degree of computer literacy is required including, the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems.

The candidate must possess sound judgment and an independent mind with the skills to strategize, develop and effectively implement activities in a heavy workload environment. Effective program/project management skills are a must. The ability to perform well while maintaining a spirit of team work, and fostering cordial and professional relationships with USAID, Host Government officials, and NGO or Contractor personnel is essential. Excellent interpersonal skills and a genuine interest in assisting other Mission staff to expedite program implementation are necessary. A high degree of professionalism, discretion, and sound judgment in representing the USG are essential elements of the position particularly in this

sensitive time of political turmoil. Demonstrated ability to prepare required reports in proper format, along with a broad range of computer skills is a must.

Language: (10 points)

Candidate must have excellent English and French communication skills, both oral and written. Candidate must have the ability to present analysis and recommendations in clear written and oral formats in either language. The desired level of language ability in both French and English is 4/4. Local language desirable at 3/3 level.

D. POSITIONS ELEMENTS:

Supervision Received: The incumbent will work directly under the supervision and technical guidance of the USDH D&G Officer or his/her designee.

Supervision Exercised: NONE.

Available Guidelines: USAID ADS and USAID policy manuals and other guidance relating to program development, management and implementation, monitoring and oversight as well as financial management, budget planning and strategic planning.

Exercise of Judgment: The incumbent is expected to make independent decisions and provide high-level recommendations regarding complex DG matters and to influence GOG approaches to USAID programs. The incumbent must possess sound and independent judgment. The job holder must be able to handle sensitive issues diplomatically and use tact, persuasion and good judgment in speaking on behalf of USAID.

Authority to make Commitment: None

Nature, Level, Purpose of contacts: Direct contact with mid to high level officials of the host governments, partners, clients, activity managers, Chiefs of parties under USAID contracts and USAID staff in the Guinea and Sierra Leone Missions as well as in the support offices located at other USAID regional offices

Time Required to Perform Full Range of Duties after Entry into the Position: One year.

E. INSTRUCTIONS TO APPLICANTS:

- A) **Applying:** For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.
- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated

evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.

- iii). **Form AID-302-3 OR DS-174:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the AID-302-3. Form AID-302-3 is available on USAID Website <http://www.usaid.gov/sites/default/files/OF612.pdf>
Form DS-174 is available on State website at: <http://eforms.state.gov/searchform.aspx>
- iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- v). **Posting address:** Completed package Applications should be sent to Conakrypscjobs@usaid.gov or ConakryHR@state.gov.

F. SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance:** Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.